

---

---

# Filkins & Broughton Poggs Parish Council

---

---

*Please address all correspondence to the Parish Clerk:*  
Mrs. Christine Hoad, Wynwood Filkins, Lechlade, Glos. GL7 3JG  
Tel: 01367 860388 E mail: clerk@filkins.org.uk

23 February 2023

You are hereby summoned to attend the next meeting of Filkins & Broughton Poggs Parish Council which will be held on Thursday 2 March 2023 in Filkins Village Hall Committee Room at 7.30pm. Members of the public are invited to attend.

- 1 Election of Chair
- 2 Apologies for absence and to receive Declarations of Pecuniary, Personal or Prejudicial Interest in respect of matters contained in this agenda, in accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.
- 3 Minutes
  - 3.1 To accept minutes of last PC meeting – 8 February 2023
  - 3.2 Matters for information only arising from these minutes
  - 3.3 To note Correspondence received by the Clerk's email since the last meeting
- 4 Open Forum
  - 4.1 County & District councillors report
  - 4.2 Adjournment for public participation - Members of the public wishing to speak will each be given the opportunity to address the council for 3 minutes.
- 5 Planning and Cemetery

**Applications received after the agenda has been posted but on the WODC website may be discussed at the meeting.**

  - 5.1 Report on responses to existing applications- RH, RJ, KR
    - 5.1.1 22/03232/FUL & 22/03233/LBC Methodist Chapel – awaiting response
    - 5.1.2 22/03414/HHD Corner Cottage Broughton Poggs - approved
    - 5.1.3 23/00195/FUL The Old Great Barn, Filkins – awaiting response
    - 5.1.4 23/00083/FUL Land on A361 Broughton Poggs – awaiting decision
- 6 Village Matters
  - 6.1 Platinum garden- to report on progress KR
  - 6.2 Kym Ford's projects to be taken up –
    - Finance
    - Gigaclear meeting
    - Platinum Garden
    - Public Transport Rep zoom call Tuesday 21st Feb, 13.30, I will forward the meeting email
    - OALC Chairman Q&A session 1st March, 14.30
    - BZN Airspace Chance Proposal
    - Playground sign off/finance/opening
    - ECT kick about field
    - NGS parking 23rd April
    - Villager Bus service
  - 6.3 Hardcastles Field- decision on use by NGS
- 7 Finance
  - 7.1 To elect Councillor to stand on Finance committee
  - 7.2 To resolve and approve the payments for February 2023 - Parish Council & Village Centre – and account balances- appendix 2
  - 7.3 Complete Weed Control – to accept contract for 2023

## EXCLUSION OF PUBLIC

The Committee is asked to consider passing the following resolution: "That under Section 50A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A of the Act."

- 8 Way forward – new Chair
- 9 Next meeting date: To decide on date for meeting April 2023



*Cris Hoad*  
Clerk to the Council

---



---

## Filkins and Broughton Poggs Parish Council

---



---

Minutes of Meeting of the Parish Council on 2 March 2023 at 7.30 pm	
	<p><b>Present</b> Cllr Walsh, Cllr Robbins, Cllr Jones, Cllr Tridgell, Cllr Howe Members of the Public: A Hoad, R Higham</p>
82/23	<p>Election of Chair 82.1 Nominations for Chair requested. Cllr Tridgell nominated Cllr Howe. Duly elected by full council.</p>
83/23	<p>Apologies for Absence: 83.1 Cllr S Coul, Cllr Leverton</p>
84/23	<p>Declaration of Personal, Prejudicial and Pecuniary Interest 84.1 None</p>
85/23	<p>To Accept Minutes of Last Meetings 85.1 Minutes for Council meeting on 8 February have been circulated to Councillors. Accepted and signed by council. There have been some questions re the publication of minutes. The Transparency Code states they have to be published with 30 days of last meeting – draft minutes July published as no August meeting. 85.2 Streetlights 5 &amp; 12 ordered – residents contacted. Moore Allen – Flat rent being followed up. 85.3 Correspondence list – Accepted</p>
86/23	<p>Open Forum 86.1 County Councillor:  <ul style="list-style-type: none"> <li>• None</li> </ul> 86.2 District Councillor:  <ul style="list-style-type: none"> <li>• None</li> </ul> 86.3 R Higham – is kick about field going to be levelled and new fence erected. Road names need erecting as houses difficult to find. Clerk will look at Electoral Roll. Recommendation is to use What3words which emergency services use to pin point houses. Arrange another talk on defibrillator.</p>
87/23	<p>Planning &amp; Cemetery 87.1.1 22/03232/FUL &amp; 22/03233/LBC Methodist Chapel –Awaiting response 87.1.2 22/03414/HHD Corner Cottage – approved 87.1.3 23/00195/FUL The Old Great Barn – awaiting decision 87.1.4 23/00083/FUL Land on A361 Broughton Poggs – awaiting decision. Council will object to application.</p>
88/23	<p>Village Matters 88.1 Platinum Garden – A Hoad was asked to report by Chair.  <ul style="list-style-type: none"> <li>• Path widened for wheelchair access and extended to allotments</li> <li>• M Simpson to concrete</li> <li>• Help will be asked for to prepare surface for hoggin</li> </ul> 88.2 Kym Ford's projects:  <ul style="list-style-type: none"> <li>• Finance committee Clerk &amp; Cllr Tridgell</li> <li>• Platinum Garden – Cllr Robbins</li> <li>• RAF Bzn airspace – Clerk reported on consultation to expand airspace vertically</li> <li>• Playground – 29/04 official opening. Will wait for our RoSPA report to see if benches need fixing down. Template available for monthly inspections cost £30 - agreed</li> </ul> </p>

	<ul style="list-style-type: none"> <li>ECT – kick about field. Clerk has contacted Jonathan Love and has permission for fence to be erected. M Simpson quote agreed. Cllr Jones will over see levelling in Oct/Nov</li> <li>Villager Bus Service – Action: <b>Cllr Walsh will contact Kym Ford for details of contact</b></li> </ul> <p>88.3 NGS have asked to use Hardcastles Filed for car park. Surface will need checking by Parish Council before the event. <b>Action: Cllr Walsh to attend</b></p> <p>88.4 Chair attended a talk on Community Emergency Plan by Carol McKay Oxfordshire Emergency Planning Officer. They have contact bottles which emergency services look for in the fridge and will give away. Help to produce plan and register over 60's. Sandbag store available and suggest external power points for emergency generator. Village Hall could become hub. Infrastructure grants available up to £20k. Invite will be extended to Carol McKay to attend APM.</p>
89/23	<p>Finance</p> <p>89.1 Cllr Howe was elected to Finance Committee</p> <p>89.2 Payments for February 2023 were resolved and approved. List was signed by Cllr Howe &amp; Tridgell. Payments will be authorised after the meeting. <b>Action: Payment to be authorised Cllr Tridgell</b></p> <p>89.3 Account balances to end of September Parish Council £13152.19 Current, £36782.18 deposit. Village Centre £28408.87 current, £1389.46 COIF</p> <p>89.4 Complete Weed Control – Contract received for 2023 for playground and main street £360+ VAT. Clerk asked if bund needed attention – Cllr Jones and Robbins agreed it did.</p>
90/23	<p>Next Meeting will be held on 12 April in the village hall committee room. Following meetings Annual Parish Meeting and Annual Parish Council meeting in May after elections</p>
91/23	<p><b>EXCLUSION OF PUBLIC</b></p> <p>The Committee is asked to consider passing the following resolution: "That under Section 50A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A of the Act."</p> <p>Chair – discussion took place on way forward</p>

## Filkins & Broughton Poggs Parish Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
145	Stationery/Admin Suppli	02/03/2023		Current Account	BACS	Clerk Wages & expenses	Clerk Filkins & Broughtor	E	12.20		12.20
140	Training	02/03/2023		Current Account	BACS	Training	Oxfordshire Association (	S	30.00	6.00	36.00
138	Stationery/Admin Suppli	02/03/2023		Current Account	BACS	Administration	Amazon	S	58.90	11.79	70.69
144	Laptop Software	02/03/2023		Current Account	BACS	Microsoft 365	Microsoft	S	66.66	13.33	79.99
141	Telephone Box Refurbish	02/03/2023		Current Account	BACS	Telephone Box refurbishr	X2 Connect	S	180.79	36.16	216.95
146	Platinum Garden Project	02/03/2023		Current Account	BACS	Platinum Garden	Parkfield Tree Care	S	150.00	30.00	180.00
145	Clerk's Wages	02/03/2023		Current Account	BACS	Clerk Wages & expenses	Clerk Filkins & Broughtor	X	712.06		712.06
139	Clerk's PAYE & NI	02/03/2023		Current Account	BACS	PAYE & NI	HMRC	X	196.22		196.22
155	SSE Unmetered supply	19/03/2023		Current Account	BACS	SSE Unmetered Electric	SSE Enterprise Contracti	L	180.74	9.11	189.85
152	Stationery/Admin Suppli	27/03/2023		Current Account	BACS	Clerk Wages & expenses	Clerk Filkins & Broughtor	E	12.20		12.20
147	Subscriptions	27/03/2023		Current Account	BACS	Subscription	Oxfordshire Playing Field	E	45.00		45.00
152	Stationery/Admin Suppli	27/03/2023		Current Account	BACS	Clerk Wages & expenses	Clerk Filkins & Broughtor	S	48.25	9.65	57.90
153	Subscriptions	27/03/2023		Current Account	BACS	Subscription	Oxfordshire Association (	S	130.00	26.00	156.00
148	Platinum Garden Project	27/03/2023		Current Account	BACS	Platinum Garden	A K Timms	S	88.03	17.61	105.64
150	Platinum Garden Project	27/03/2023		Current Account	BACS	Replacement jacksaw	Screwfix	S	5.41	1.08	6.49
149	Payroll Administration	27/03/2023		Current Account	BACS	Payroll Monthly Fee	eSlip Payroll	S	18.29	3.66	21.95
154	Laptop Software	27/03/2023		Current Account	BACS	Replacement laptop	John Lewis	S	406.24	81.25	487.49
152	Clerk's Wages	27/03/2023		Current Account	BACS	Clerk Wages & expenses	Clerk Filkins & Broughtor	X	401.04		401.04
151	Clerk's PAYE & NI	27/03/2023		Current Account	BACS	PAYE & NI	HMRC	X	100.40		100.40
	SSE Unmetered Supply	12/04/2023		Current Account	BACS	Unmetered Electric	SSE	S	241.29	12.07	253.36
	Platinum Garden project	12/04/2023		Current Account	BACS	Platinum Garden	AK Timms	S	61.13	12.23	73.36
	SSE Maintenance	12/04/2023		Current Account	BACS	Street Light Maintenance	Enervo	S	47.29	9.46	56.75
	Platinum Garden project	12/04/2023		Current Account	BACS	Cement Path at Garden	Matt Simpson	S	639	127.8	766.8



## Email Communications received –27.02.23- 05.04.23

<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
27.02.23	Cottesway Housing	Steet light replacement	Actioned
27.02.23	Business Build	75 years of NHS merchandise	Noted
27.02.23	ECT	Street light replacement	Actioned
27.02.23	Eventbrite	Major of Chipping Norton Ball	Noted
27.02.23	Lee Bennett	Standing for PC	Actioned
27.02.23	Scribe	Audit procedures	Actioned
27.02.23	Richard Martin	CLP	Actioned
27.02.23	Parkfield Tree Care	Invoice	Actioned
27.02.23	Richard Martin	CLP	Circulated to full council
28.02.23	Enervo	Street light contact	Actioned
28.02.23	Cottesway Housing	Street Lights	Actioned
28.02.23	RSN	Newsletter	Circulated to full council
28.02.23	OALC	Membership invoice	Actioned
28.02.23	OCC	Parish contact info	Actioned
01.03.23	Parlicentre	Certificate in money laundering	Noted
01.03.23	Eibe Play	Play equipment	Noted
01.03.23	Creative Play	Playgrounds	Noted
01.03.23	Scribe	Year end procedure	Noted
01.03.23	Milleniumquest	Coronation bunting	Noted
01.03.23	OALC	Chairs Q&A	Forward to Chair
01.03.23	OCC	Minerals and Waste Plan	For next meeting
01.03.23	Caversham Lakes	Reservoir consultation	Forwarded to full council
01.03.23	RBL	Coronation bunting	Forward to St Filica
01.03.23	OALC	Audit training meeting instructions	Actioned
01.03.23	Forest of Dean Council	Newsletter	Not relevant
02.03.23	OCC	TTRO 24.05.23	Publicised nearer date
02.03.23	SCAS	Newsletter	Forwarded to full council
02.03.23	Oxfordhealth	School aged immunisation	Poster on board
02.03.23	OALC	APCM timings	Noted
02.03.23	N Leverton	Apologies	Noted
03.03.23	WODC	Elections timetable	Noted
03.03.23	Ramblers	Lost footpaths	Forward to Footpath Warden
04.03.23	Playground Committee	Slide & Opening	Noted

Date	From	Subject	Action
05.03.23	Platinum Garden	St Filica donation	Actioned
05.03.23	St Filica	Confirmation of funds	Noted
06.03.23	Craig Johnston	Hardcastles Field	Noted
06.03.23	WODC	Elections	Noted
07.03.23	OALC	Training reminder	Noted
07.03.23	RSN	Newsletter	Circulated to Full Council
07.03.23	CLP	Sent to all councillors	Noted
08.03.23	Parish Online	Newsletter	Noted
08.03.23	Avril Payne	NGS gardens parking	Actioned
08.03.23	Eslips	Invoice	Actioned
09.03.23	WODC	Planning application	Forward to planning comm
09.03.23	WODC	Salt Cross	Forward to planning comm
09.03.23	ICO	Importance of GDPR	Noted
10.03.23	WODC	Tax on empty and second homes	Circulated to full council
10.03.23	WODC	Newsletter Ubico good value for money	Noted
10.03.23	OCC	TTRO B4477 June 23	Publicised nearer time
10.03.23	Enervo	Annual Maintenance Contract	For next meeting
10.03.23	Commonplace	Village Design Statement Coombe	Forward to planning comm
10.03.23	OCC	Weight restrictions on roads	Forward to full council
10.03.23	Sue Hitchcock	Path warden – lost footpaths	Noted
10.03.23	Carol MacKay	Community Emergency Officer	Actioned
10.03.23	OCC	LTCP5	Forwarded to full council
10.03.23	OALC	Training	Noted
11.03.23	WODC	Confirmation of planning comments	Noted
11.03.23	WODC	Confirmation of planning comments	Noted
11.03.23	H Dunmall	Planning	Actioned
13.03.23	ECT	Confirmation of stile repair	Noted
13.03.23	Scribe	AGAR forms	Noted
14.03.23	Gallagher	Insurance renewal questionnaire	Actioned
14.03.23	RSN	Newsletter	Circulated to full council
14.03.23	Kym Ford	Villager Bus Service	Actioned
14.03.23	WODC	Litter grabbers	Forwarded to R Chitty
14.03.23	Fantastic Fireworks	Sales	Noted
14.03.23	Fresh Air Fitness	Outdoor equipment	Noted
15.03.23	RoSPA	Playarea inspection – April	Noted
15.03.23	Bison Bridges	Bridges	Noted

<b>Date</b>	<b>From</b>	<b>Subject</b>	<b>Action</b>
15.03.23	OALC	Slides from Audit training	Noted
16.03.23	WODC	Minutes of Climate change meeting	Available if required
16.03.23	ICO	Data protection and AI guide	Noted
17.03.23	Flagmakers		Noted
17.03.23	What3words	Promotion	Noted
20.03.23	Scribe	AGAR	Noted
21.03.23	OCC	TTRO road closure Broadwell – already closed	Noted
21.03.23	OCC	Councillors Priority fund payment	Noted
21.03.23	Richard Martin	CLP email	Noted
21.03.23	OALC	Green day cancelled	Noted
22.03.23	The Circuit	Update details	Actioned
22.03.23	Wychwood Forest	Magazine subscription	Noted
22.03.23	School Badge Store	Coronation badges	Noted
22.03.23	What3words	Promotion	Noted
22.03.23	Moore Allen	Rent notice	Actioned
22.03.23	Gallagher	Confirmation of Insurance renewal	Noted
22.03.23	Lee Bennett	Nominations	Actioned
22.03.23	The Circuit	Confirmation of update	Noted
22.03.23	The Ramblers	Lost Paths	Path Warden
22.03.23	Roger Chitty	Litter Pick	Noted
22.03.23	WODC	Botley West Solar Farm	Noted
22.03.23	Police & Crime Commission	Bulletin	Forwarded to full council
23.03.23	Scribe	Training	Noted
23.03.23	Currys	Verify email address	Actioned
23.03.23	Flagmakers	Coronation bunting	Noted
23.03.23	Moore Allen	1 <sup>st</sup> floor tenants	Forwarded to full council
23.03.23	John Lewis	Confirmation of order	Noted
23.03.23	Moore Allen	Confirmation of reply concerning rent	Noted
23.03.23	Wychwood Forest	Newsletter	Noted
23.03.23	Free Agent	Banking software	Actioned
23.03.23	Nat West	Change of email address	Noted
23.03.23	John Lewis	Confirmation of delivery of laptop	Noted
23.03.23	Healthwatch	Newsletter	Circulated to full council
24.03.23	WODC	Reduce sewage pollution	Circulated to full council
24.03.23	WODC	Election Notice District	Actioned
24.03.23	WODC	Election Notice Parish	Actioned



Date	From	Subject	Action
24.03.23	RBL	Tree planting	Forward Plat Jubilee Gdn
24.03.23	L Bennett	Nomination Form	Actioned
24.03.23	WODC	Cost of Living Support	Noted
26.03.23	SSE	Electric bill	Actioned
27.03.23	Scribe	Year End	Noted
27.03.23	M Simpson	Invoice	Actioned
27.03.23	E Slips	P60	Actioned
28.03.23	RSN	Newsletter	Forwarded to full council
28.03.23	Moore Allen	Statement of additional payment	Actioned
29.03.23	Moore Allen	Flat – heater not working	Actioned
30.03.23	WODC	Planning comment confirmation	Noted
30.03.23	WODC	Planning comment confirmation	Noted
30.03.23	Readyprint	Quote for swimming pool forms	Actioned
30.03.23	Freeagent	Newsletter	Noted
30.03.23	Freeagent	Change of device	Noted
30.03.23	Moore Allen	Fee invoice	Actioned
30.03.23	ICO	Commissioners Forum	Noted
31.03.23	Microsoft account	Confirmation	Noted
31.03.23	OALC	Newsletter	Forwarded to full council
31.03.23	E Slips	Name change to Topsource	Noted
31.03.23	Allotment Group	Agreements	Actioned
01.04.23	Nat West	Statement	Actioned
01.04.23	Allotment Group	Agreements	Actioned
01.04.23	Platinum Garden	Cost Tracker	Actioned
01.04.23	Richard Martin	CLP	Noted
03.04.23	Enervo	Invoice	Actioned
03.04.23	Scribe	End of Year	Noted
03.04.23	Komplan	Marketing	Noted
03.04.23	OALC	Important dates	Noted
03.04.23	Charities Buying Group	Marketing	Noted
04.04.23	Eibe	Marketing	Noted
04.04.23	RSN	Newsletter	Forwarded to full council
04.04.23	WODC	Playground grant	Actioned
04.04.23	WODC	Playground Grant	Actioned
04.04.23	Age UK	Newsletter	Noted

